



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form

Effective Date: January 01, 2016

Date: 7/11/16

Department: UW-Extension

For Finance Department use only

Doc# _____

Batch# _____

GL Date: _____

Description of Adjustment:

Do to an unanticipated increased in participation in the Child Care program we needed to purchase additional copies of the curriculum at a cost of \$2,000. We are asking for the money to come out of the existing fund balance in 6812.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
6812	5399	33	UW- Ed. Activity Child Care	\$2,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
6812	5399	33	UW-Ed. Activity Child Care	\$2,000

Note the increases must balance with the decreases

Department Head Signature *Jeff Hoffmann* Date: 7-11-16

County Administrator Signature *James Mielke* Date: 7/11/16

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____



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Description of Adjustment:

In May, I was elected to represent the Department of Community Resource Development as the Academic Department Chair. There is a \$5,000 office expense reimbursement that comes along with this position. I am asking permission to accept the money in the UW-Extension BU 6801 to cover any expenses Dodge County may incur. My term is July 1, 2016 - June 30, 2017.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
6801	4726	683	Extension Service	\$5,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
6801	5399		Sundry Supplies	\$1,500
	5311		Postage	\$1,000
	5473	6816	UWEX Printing	\$2,500

Note the increases must balance with the decreases

Department Head Signature *[Signature]* Date: 7-11-16

County Administrator Signature *[Signature]* Date: 7/11/16

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____



Wisconsin Nutrition Education Program (WNEP)
Fiscal Year - 2017
Dodge County Agreement Letter - Extension Office

The UW-Extension Wisconsin Nutrition Education Program (WNEP) has been offering nutrition education programming to the food stamp-eligible residents of Dodge County since 2000. During the period of October 2015 to March 2016 both the coordinator and educator positions were vacant in Dodge County so, unfortunately, the process of making educational contacts was halted. In the previous year of October 2014 to March 2015, 2630 educational contacts were made in Dodge County reaching 736 people at locations such as Head Start in Beaver Dam and Columbus, Beaver Dam elementary schools, and senior apartments. Participants learn to make healthy food choices, to manage their food dollars, and handle their food safely. We also work with community partners to make the healthy choice, the easy choice where our participants live, learn, work, shop and play.

Much of the cost to provide WNEP educational programming is paid with the \$48,235 in federal funds that WNEP is bringing into Dodge County during this current year. WNEP Federal dollars pay the salaries, fringe benefits and direct teaching expenses for WNEP colleagues in the county office.

WNEP relies upon our County partners to provide office space and related overhead costs, as well as basic operating costs and resources such as internet service, IT support and basic software, office telephones, shared supplies and equipment in the Extension Office. These contributions from the County are essential to WNEP's work and presence in the County Extension Offices.

We ask that a representative of Dodge County confirm continued support of the work of WNEP by signing below.

AGREEMENT STATEMENT:

During the period from October 1, 2016 to September 30, 2017, Dodge County agrees to support Food Stamp Nutrition Education (also known as SNAP-Ed) as part of the UW-Extension Wisconsin Nutrition Education Program (WNEP) within the County Extension Department by contributing the following:

Physical Space--Offices and shared work spaces in the County Extension Office used by WNEP colleagues and other Cooperative Extension colleagues when they are working on WNEP efforts.

Shared Direct & Indirect Costs & Resources--Resources such as overhead, supplies, equipment, information systems support and county administrative costs (categories and amounts vary by county) to be used by WNEP colleagues in support of WNEP work. These resources are supplied to WNEP colleagues as they are to other Cooperative Extension colleagues in the office.

County Official

Date

County Extension Department Head

Date

EXPENSES

BUSINESS UNIT 6801				BUSINESS UNIT 6814 - 4-H Youth				
4-H Mail - Publications	6801	5348	6817	519.20	6814	5399	6812	3,750.00
Water Environmental Analysis Lab	6801	5399		60.00	6814	5399	6803	23.26
Samsung S5 Crops & Soils Ag Educ	6801	5314		101.81	6814	5399	6809	200.00
Badger State Industries - Ribbing Nar	6801	5312	6816	12.68	6814	5348	6805	106.20
Walworth Co UW-Ext - Pattie Carroll	6801	5336		89.50	6814	5399	6803	9.97
WACEC Conference Regist Behl/Nels	6801	5325		205.00	6814	5399	6801	3.97
Bohn - April Mileage	6801	5332		70.20	6814	5399	6802	70.16
Witzel - April Mileage	6801	5332		223.02	6814	5399	6802	23.64
Witzel - April Meals	6801	5335		6.85	6814	5399	6802	7.98
Witzel - Lodging JCEP	6801	5336		59.66	6814	5399	6802	73.03
Hoard's Dairyman	6801	5322		29.95				
Office Max	6801	5312	6816	101.45				
Office Max	6801	5312	6816	45.24				
Witzel - May Mileage	6801	5332		369.36				
Witzel - May Meals	6801	5335		6.86				
Witzel - May Registration	6801	5325		15.00				
Carroll - May Mileage	6801	5332		219.24				
Carroll - May Registration	6801	5325		25.00				
Borden - May Mileage	6801	5332		231.66				
Borden - May Registrations	6801	5325		15				
Bohn - May Mileage	6801	5332		44.28				
Hoffman - May Mileage	6801	5332		432.54				
Hoffman - May Parking	6801	5332		13.10				
Hoffman - May Registration	6801	5325		16.00				
Winkelman - May Mileage	6801	5332		80.46				
Winkelman - May Registration	6801	5325		15.00				
Raasch - May Mileage	6801	5332		22.68				
Raasch - May Registration	6801	5325		15.00				
Office Max	6801	5312	6816	101.05				
Office Max	6801	5312	6816	45.24				
UPS - May Charges	6801	5311		7.22				
Telephone (April)	6801	5475		110.88				
Postage/Mail (April)	6801	5471		522.41				
Paper & Supplies (April)	6801	5312	6816	98.70				
Printing (April)	6801	5473	6816	121.89				
Paper & Supplies (April)	6801	5312	6817	11.36				
Printing (April)	6801	5473	6817	84.53				
				BUSINESS UNIT 6812 - Univ Educational				
					6812	5399	33	780.00
					6812	5399	33	300.00
					6812	5348	13	45.90
				EXPENSE TOTALS ON PAGE 2				

4,149.02
9,543.13

5,394.11

TOTAL EXPENSES**DEPOSITS**

4-H Camp	6814	4533	6809	410.00	Nitrate Water Testing	6812	4533	21	8.53
Cloverbud/Exploring Workshop	6814	4533	6803	4.00	Sales Tax	100	2421	143	0.47
Trips	6814	4533	6812	160.00	4-H Camp	6814	4533	6809	670.00
Camp Counselor Workshop	6814	4533	6802	8.00	Cloverbud/Exploring Workshop	6814	4533	6803	18.00
Dog Project	6814	4533	6804	15.00	4-H Camp	6814	4533	6809	2,780.00
PAT Self Study	6874	4557	681	30.00	AG Day Escape	6812	4533	22	20.00
Water Test Kits	6801	4533	6824	11.37	4-H ME/Trips	6814	4533	6812	480.00
Sales Tax	100	2421	143	0.63	Co Conservation Aids	6871	4227	681	5,000.00
Nitrate Water Test Kits	6812	4533	21	2.84	Dairy Promotion Pd Invoice	6801	4533	6816	7.41
Sales Tax	100	2421	143	0.16	4-H Trips	6814	4533	6812	25.00
4-H Camp	6814	4533	6809	920.00	Water Test Kits	6801	4533	6824	2.84
4-H Trips	6814	4533	6812	55.00	Sales Tax	100	2421	143	0.16
AG Day Escape Registration	6812	4533	22	70.00	Office Supplies - Laminating	6801	4533	6816	0.75
4-H Camp	6814	4533	6809	950.00	4-H Camp	6814	4533	6809	140.00
Dog Project	6814	4533	6804	15.00					
Water Test Kits	6801	4533	6824	8.53					
Sales Tax	100	2421	143	0.47					
4-H Camp	6814	4533	6809	1,595.00					
				4,256.00					9,153.16

TOTAL DEPOSITS

13,409.16

BUSINESS UNIT 6801		BUSINESS UNIT 6814 - 4-H Youth		BUSINESS UNIT 6812 - Univ Edu		BUSINESS UNIT 6862 - Tractor Safety		TOTAL EXPENSES	
Postage (May)	6801	5471	400.78	4imprint - CC - camp badge holders	6814	5399	6809	497.36	2,772.62
Telephone (May)	6801	5475	99.59	WI 4-H Outreach - Youth Conference	6814	5399	6812	995.00	
Paper & Supplies (May)	6801	5312	6817	Shawano County UW-Extension	6814	5399	6812	125.00	
Printing (May)	6801	5473	6817	Design Plus	6814	5399	6804	353.90	
UPS - June UPS Charges	6801	5311	19.96	IA Co 4-H Leaders Assn	6814	5399	6804	40.00	2,256.72
Jefferson St Inn - Nelson WACEC	6801	5338	82.00	Janet Zander - Supplies	6814	5399	6803	23.96	
Jefferson St Inn - Behl WACEC	6801	5338	121.00	Witzel - Camp Supplies	6814	5399	6803	32.13	
Amazon.com	6801	5392	32.04						
Winkelman (June) Mileage	6801	5332	166.10						5,029.34
Borden (June) Mileage	6801	5332	47.52	OSU - Goat Learning Lab	6812	5399	52	550.75	
Witzel (June) Mileage	6801	5332	272.16	Paper & Supplies (May) DHI	6812	5312	6821	7.32	
Raasch (June) Mileage	6801	5332	86.40	Printing (May) DHI	6812	5473	6821	139.20	
Bohn (June) Mileage	6801	5332	48.06						2,256.72
Hoffman (June) Mileage	6801	5332	198.72						
Hoffman (June) Parking	6801	5332	22.75						
TOTAL EXPENSES			5,029.34						

DEPOSITS

	6814	4533	6812	200.00	Goat Learning Lab Dodge Co FFA	6812	4533	52	550.75
Trips - 4-H									
4-H Camp	6814	4533	6809	50.00					
AG Day Escape Registrations	6812	4533	22	55.00					
4-H Camp	6814	4533	6809	80.00					
Wild Wacky Weekday	6814	4533	6803	36.00					
PAT Registration	6874	4557	681	30.00					
4-H Trips	6814	4533	6812	50.00					
Office Supplies - Laminating	6801	4533	6816	27.25					
Water Test Kits	6801	4533	6824	2.84					
Sales Tax	100	2421	143	0.16					
4-H Copies	6801	4542	6817	1.00					
SIDS/SBS Registrations	6812	4533	33	15.00					
4-H Camp	6814	4533	6809	145.00					
4-H Trips	6814	4533	6812	50.00					
Cloverbud/Exploring Workshop	6814	4533	6803	10.00					
Dog Project	6814	4533	6804	40.00					
AG Day Escape Registrations	6812	4533	22	85.00					
				877.25					
				</					

DODGE COUNTY UW EXTENSION EDUCATION COMMITTEE MEETING

May 17, 2016

The Dodge County UW-Extension Education Committee met on Tuesday, May 17, 2016 at 8:30 a.m. in the UW-Extension conference room 1C at the Dodge County Administration Building, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Chairman Behl called Meeting to order at 8:30 a.m. with the following members present: Allen Behl, Richard Bennett, Ed Nelson and Larry Bischoff. Annette Thompson arrived at 8:40am.

Also, present: Jeff Hoffman, Community Development Educator and Co-Department Head, Marie Witzel, 4-H Youth Development Agent and Co-Department Head, Pattie Carroll, Family Living Educator, Bonnie Borden, Youth Dairy & Livestock Educator, Caitlin Richardson, Nutrition Coordinator and Amanda Young, Dairy & Livestock Agent.

ELECT COMMITTEE VICE-CHAIR AND SECRETARY: Motion by Bischoff, to elect Ed Nelson to be the Vice-Chair of the UW-Extension Education Committee, seconded by Bennett, Bischoff motioned to close the nominations, seconded to close nominations for Ed Nelson to be Vice-Chair, motioned carried. Motion by Thompson, to elect Richard Bennett to be the Secretary of the UW-Extension Education Committee, motion by Nelson and seconded by Bischoff to close the nominations for Bennett to be the Secretary. Motion carried.

APPROVAL OF MINUTES: Motion by Nelson, seconded by Bischoff to approve minutes for Wednesday, April 20, 2016. Motions carried.

APPROVAL OF AGENDA AND ALLOW THE CHAIRMAN TO GO OUT OF ORDER AS NEEDED TO EFFICIENTLY CONDUCT THE MEETING: Motion by Bischoff, seconded by Nelson to approve agenda and for Chairman to go out of order. Motion carried.

COMMITTEE MEMBER REPORTS:
None.

APPROVAL OF PER DIEMS: Motion by Nelson, seconded by Bischoff to approve the regular meeting per diems for May 17, 2016.

REVIEW OF BILLS Review of the UW-Extension revenues and expenses.

DEPARTMENT BUSINESS:

- a. Reviewed UW-Extension Revenues and Expenses for April 2016.
- b. Review, discuss, and consider a proposed Memorandum of Understanding between Fond du Lac, Dodge County and UW-Extension, Cooperative Extension:
 1. Hoffman reported on the Crops and Soil agents Memorandum of Understanding, how it will work being a 50/50 position between Fond du Lac and Dodge counties. Hoffman pointed out the points of interest that are the most relevant.
 - i. There will not be an expectation that the agent would be in each office (FDL and Dodge), each week 2-1/2 days. The agent will determine what the need is (workload) that the given counties require.

- ii. Mileage and all expenses – Fond du Lac will invoice Dodge County on a monthly basis those expenses required by Dodge County to pay. Fond du Lac and Dodge County will review said expenses on a month to month basis.
 - iii. Regarding IT and computer/laptop between counties – the agent will have a laptop through the Fond du Lac UW-Extension office. When in Dodge County the agent will have to work through a VP connection.
 - iv. Motion by Nelson, second by Bennett to approve Chairman Behl to sign the Memorandum of Understanding between Fond du Lac, Dodge County and the UW-Extension.
- c. Discussion and consideration for Extension Education Committee members to attend the June 20 and 21 WACEC Conference.
 - 1. Behl explained the WACEC conference to the rest of the members and asked who was interested in attending (2) individuals are allowed from Dodge County. Behl and Nelson will be attending.
- d. Up-date and discussion on the nEXT GEN UW-Extension restructuring
 - 1. Witzel reported that they have not finalized work groups yet, supposed to be this week. Told the Committee that it has been reported that the process will take a lot longer than first anticipated. Expecting changes to occur in July 2017.
 - i. Nelson requested Educators to email Behl & Nelson to give them their points that they wish for them to take to the WACEC conference to address with them.

EDUCATORS' REPORTS:

Witzel: Witzel shared an overview of the 4-H Youth Development program in Dodge County. She introduced staff in the office, including Laure Dei, 80% support staff and Ellen Bohn part time 4-H program assistant who shared what they do in their roles. She also shared the highlights of the UW Extension display board that highlights the Dodge County UW Extension programs. She shared that youth leadership was identified in the visioning prior to her start in Dodge County. Youth leadership is taking place with a youth/adult partnership for the Leaders Association. Also youth are taking more active teaching roles with camp. Experienced camp counselors helped teach new counselors at the camp counselor training. The counselors will take on more roles at camp this year.

Carroll: Carroll offered a brief summary of Family Living programming. She described that Family Living Educators provide programming in the areas of family financial literacy capacity building, supporting families through parenting and childcare education, improving family health and wellbeing through education and by providing leadership in community capacity building through coalition building. Carroll is currently finishing a six week parenting education class in partnership with Beaver Dam Unified School District. Carroll reported that the Focus on Women Resource Fair was a success with over 150 people in attendance and over 45 exhibitors. She also reported that the Dodge County CARES summit brought a cross section of over 50 people from Dodge County to the table to look at ways to support child safety, health and well-being.

Richardson: Richardson introduced herself as new WNEP Nutrition Coordinator and gave an overview of WNEP program along with some of her background information. Richardson discussed her current efforts within the program- such as contacting partners, updating contracts/2017 WNEP paperwork, working on developing lessons for the summer (some food pantries and subsidized housing units) as well as attending

several professional development conferences (New Colleague and Health and Hunger Summit).

Borden: Borden recapped the professional development opportunities that UWEX personnel have when attending JCEP conference (Joint Council of Extension Professionals) and that both Marie and Bonnie had received awards at the awards banquet, including “Colleague of the Year”-which they had secretly nominated each other to receive. Borden shared that the monthly Livestock Project Meetings held at the county level are now finished for the year and further shared that her summer intern will start on Monday, May 23rd.

“Alice in Dairyland” program is now completed in Dodge County. The events planned by volunteers were amazing and even small details were covered in the “Dodge County” way—our very best! Dodge County agriculture was showcased in the many events throughout the year from identifying the entrepreneurial smaller businesses to our larger industrial businesses and from smaller farms to our largest operations. The new “Alice” has been requested to be a guest on the 2016 “Ag Day Escape” field trip to tell youth about the career of being an “Alice”.

Young: Young shared a brief overview of what she does as a dairy and livestock agent. She talked briefly about collecting alfalfa PEAQ readings from forage council members around the county and handling the press releases of that information for the forage council. Young also talked about hosting a pasture walk at the end of August focusing on grants available to pasture grazers and pasture management especially selective grazing issues. She has also applied to be a host for a fall cow/calf beef meeting where producers will cover topics on end product production, direct marketing, and value added products for the beef industry.

COMMUNICATION: None

NEXT MEETING DATE: The next regularly scheduled Extension Committee meeting, June 14, 2016 at 8:30 a.m. at the UW-Extension Conference Room 1C, in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this committee, it was motioned by Nelson and seconded by Bischoff to adjourn at 10:06 a.m. Motion carried.

Respectfully submitted,

Richard Bennett, Secretary

Allen Behl, Chairman